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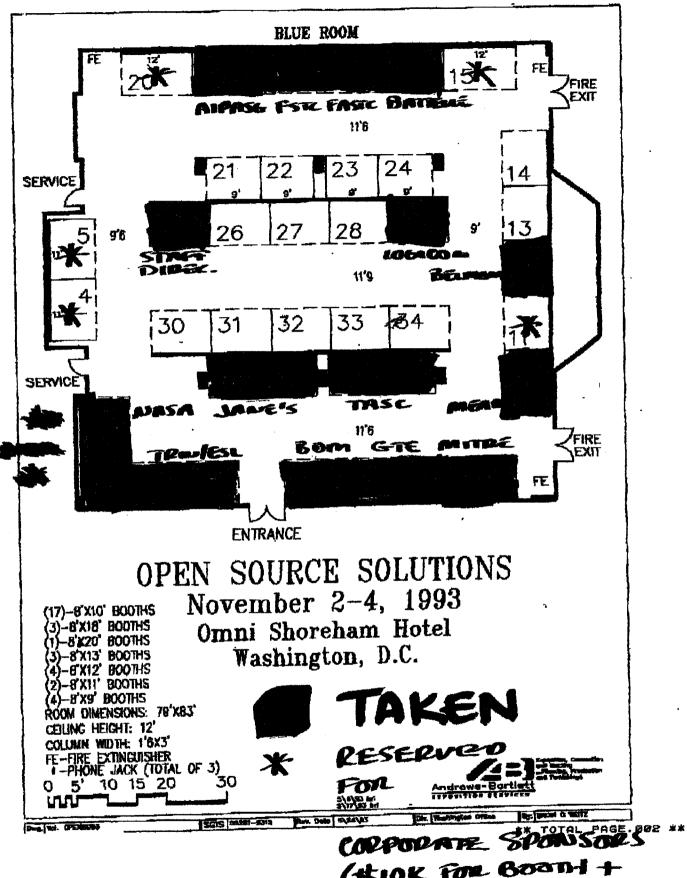
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29 September 1993

Dear Colleague,

Thank you for agreeing to speak at OSS '93. At the rate the numbers are going we are looking at no less than 750 and no more than 920 (our maximum capacity) in the audience. If you have not already registered, please use the enclosed form. Also note the request for a one page biography and a photograph.

Enclosed is a copy of the schedule as it now stands. Please examine your own listing and tell me right away if you wish to change the title of your presentation. Note that we will run strictly on time, both as a courtesy to you and to those who are planning their schedules around specific speakers.

For the speakers from the private sector, I simply wish to reiterate what I have already said personally: a "marketing" pitch is the kiss of death. The two speakers that degenerated into that mode of presentation last year were heavily criticized in the evaluations. Please, present your "grand visions" and practical applications or concerns, and let that speak for your firm's desirability as a partner.

Call me if you have questions. I am in the process of turning over the mechanics of the symposium to members of my team--from this point forward my most important responsibility is the care and feeding of our speakers. Let me know if there is anything at all I can do to facilitate your creative effort.

